



JOB DESCRIPTION

Position Title: **Lead Inspector**

Working Area: **Roads**

Class Code: 4302

Non-Exempt

EEO Code: 03

Effective Date: August 30, 2002

Major Function

Technical work involving the inspection of maintenance and contraction contracts to assure compliance with applicable legal requirements and contract specifications.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Reviews specifications and plans, for conformity with all applicable requirements. Prepares and/or checks contracts, contract quantities, plans and specifications for bid lettings.

Conducts daily inspections to evaluate contractor performance on all phases of construction and/or maintenance contracts for quality and acceptance.

Performs appropriate testing on embankments, subgrade, base, concrete, and asphalt if required. Coordinates and approves sampling and testing performed by consultants or contractors. Maintains County owned testing and sampling equipment.

Assists contractors in interpreting plans and specifications. Reviews progress of contractors and verifies status of work and compliance documents and assists in analysis of contract claims. Reviews all material and subcontractor information. Checks monthly and final pay requests.

Prepares written reports as to progress and workmanship of projects. Prepares final reports including explanation of overruns and underages upon completion of contract. Coordinates the work of all utility companies and subcontractors on the project.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Knowledge of the concepts, terminology, and principles of surveying, and/or other engineering related areas. Knowledge of maintenance and construction operations. Knowledge of engineering quantitative techniques. Knowledge of roadway design standards, and Florida Department of Transportation standard specifications. Knowledge of Manual on Uniform Traffic Control Devices (MUTCD).

Ability to analyze and interpret engineering data, solves problems relating to engineering. Ability to plan, organize, and coordinate work assignments. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with others.

Skilled in using engineering, testing, surveying tools, equipment and instruments. Skilled in the use of microcomputer systems and applications.

High School Diploma and three (3) years of responsible Civil Engineering field work and technical or higher level engineering work. Two (2) years of which must have been directly related to road, bridge or drainage construction. Preference will be given to applicants with experience in using personal computers and associated software.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Must possess and maintain a valid Florida Driver's License.

Working Conditions

The work environment for this position is generally in the field, with some office duties. Most duties are performed while in the field, requiring the incumbent to perform tasks that require prolonged walking or standing. The incumbent may have exposure to all type of weather conditions